DEPARTMENT OF CHILDREN AND FAMILIES

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TO: Child Care Coordinators

Income Maintenance Supervisors Income Maintenance Lead Workers

Income Maintenance Staff

W-2 Agencies

Workforce Development Boards Job Center Leads and Managers

Training Staff

FROM: Jim Bates, Director

Bureau of Child Care Administration Division of Early Care and Education

SUBJECT: Provider Location Confirmation

BEPS/DFS OPERATIONS MEMO		
No: 12-08		
DATE: 04-05-2012		
FS	MA CTS BC+	
CC	W-2 JAL WIA	EA

EFFECTIVE DATE: Immediately

REFERENCES: 3.10.4 Confirmation Agency, 3.10.5 Non-Confirmation Agency, Ops

Memo 02 – 19, Ops Memo 12 – 07 (In/Out-Daily)

PURPOSE:

The purpose of this operations memo is to inform Wisconsin Shares Child Care Administrative Agencies of the new *Provider Location Confirmation* functionality in the Child Care Provider Information (CCPI) system.

BACKGROUND:

In 2002, the Department of Workforce Development released the County Confirmation function in the Child Care Provider Information system. Since that time, Wisconsin Shares Child Care administrative agencies chose whether to be a "Confirmation" county or "Non-Confirmation" county.

Confirmation counties: If the county chooses to be a "Confirmation" county, a worker
must go to either the 'Weekly Summary', 'Biweekly Summary' or 'To Do List' page in
CCPI and confirm the attendance data entered by the child care provider, child-by-child,
for each week of the attendance period, by checking the appropriate confirmation
indicators.

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 Non-Confirmation counties: If the county does not choose to be a "Confirmation" county, all payments to child care providers will be paid without review from the local agency.

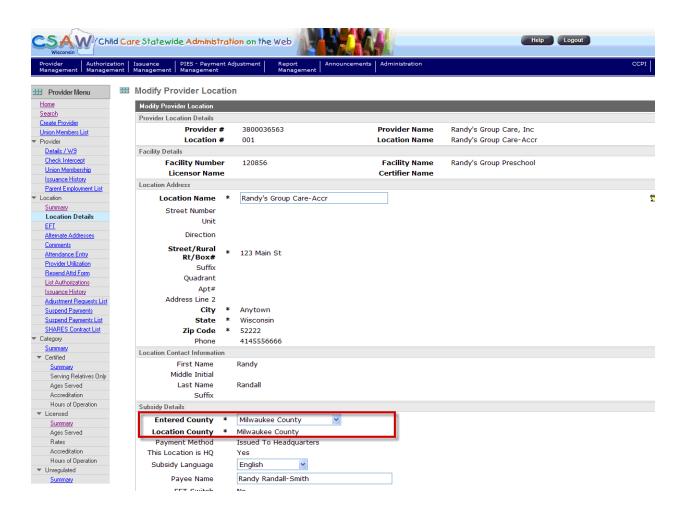
Since 2002, local agencies have requested a new function in CCPI that allows the designation of individual provider locations for Confirmation or Non-Confirmation. Effective immediately, CCPI has been modified to include a new function called "Provider Location Confirmation."

Confirmation counties will be able to 'release' individual provider locations from having attendance confirmation. For example, administrative agencies may release providers that have accurate attendance reporting history. The reverse is also true; a Non-Confirmation county may choose to switch an individual provider location needing confirmation if the agency has concerns with attendance reporting.

SUMMARY OF NEW FUNCTIONALITY:

Provider Location Confirmation allows local workers with proper CCPI security access to designate an individual provider's location to be Confirmation or Non-Confirmation. This security privilege is limited to two individuals per agency.

Counties and tribes may switch individual provider locations to be Confirmation or Non-Confirmation if they are listed as the Entered County or Location County under the Subsidy Details section on the Modify Provider Location page in CSAW:



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Both Confirmation and Non-Confirmation counties may switch individual provider locations to being Confirmation or Non-Confirmation. Either the Entered County or Location County may select one or more of a provider's locations to have the confirmation requirement.

Agencies that authorize to locations with *Provider Location Confirmation* must confirm attendance. Attendance must be confirmed by the county of residence or tribal worker unless your consortium attendance processing arrangements are with another county. This includes all Non-Confirmation counties that authorize to provider locations in other counties that are designated for *Provider Location Confirmation*. See the Examples section below for more details.

If a county has chosen to be a Non-Confirmation county, there is no need to select individual provider locations to be Non-Confirmation.

If one county decides to change the *Provider Location Confirmation* status for a provider with authorizations from multiple counties, please send an email to the Child Care Coordinator of the other agencies to notify them of this change. This will let them know that attendance will need to be confirmed by their agency. A listing of Child Care Coordinators can be accessed here: http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf. A future CSAW enhancement due out summer 2012 will add a header to the "New Authorizations" page indicating whether or not attendance needs to be confirmed at each provider location.

EXAMPLES

The following are the possible scenarios that may occur with *Provider Location Confirmation* for authorizations outside of an agency's Entered or Location County:

Scenario 1: Non-Confirmation County authorizes to Confirmation provider location in Non-Confirmation County

Bucky County is a Non-Confirmation county authorizing to a provider, location 001 in Badger County, another Non-Confirmation county. Badger County switches location 001 to needing *Provider Location Confirmation*. Bucky County must confirm the attendance for Bucky case authorizations at location 001 in Badger County before payment will be made for those authorizations.

Scenario 2: Confirmation County authorizes to Non-Confirmation provider location in Confirmation County

Red County is a Confirmation county authorizing to provider, location 002 in White County, another Confirmation county. White County switches location 002 to being Non-Confirmation. No confirmation for all authorizations at location 002 is necessary because White County switched location 002 to being a Non-Confirmation location.

Scenario 3: Non-Confirmation County authorizes to Confirmation provider location in Confirmation County

Star County is a Non-Confirmation county authorizing to a provider location 003 in Moon County, a Confirmation county. Moon County switches location 003 to needing Provider Location Confirmation. Star County must confirm the attendance for Star case authorizations at location 003 in Moon County before payment will be made for those authorizations.

Scenario 4: Confirmation County authorizes to Non-Confirmation provider location in a Non-Confirmation County

Tree County is a Confirmation county authorizing to a provider location 004 in Bush County, a Non-Confirmation county. Bush County switches location 004 to being Non-Confirmation. No confirmation for all authorizations at location 004 is necessary because Bush County switched

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location 004 to being Non-Confirmation location. This scenario is not advised as there is no incentive for the Non-Confirmation agency to change the Provider Location Confirmation.

ATTENDANCE TO BE CONFIRMED REPORT

The existing Attendance to be Confirmed report in CCPI gives an ongoing list of provider locations whose attendance needs to be confirmed. County and tribal workers must run the Attendance to be Confirmed report no later than each Friday morning to ensure all attendance is processed in a timely manner. Failure to confirm all attendance in a timely manner may result in a payment delay for the provider. This also applies to Non-Confirmation counties and tribes because some children from the Non-Confirmation county or tribe might be attending a center that has been switched to needing *Provider Location Confirmation*.

USER SECURITY PRIVILIGE:

Workers that complete the necessary training requirements to obtain access to change provider attendance reporting mode (see Ops Memo 12-07) will also have the security privilege to update *Provider Location Confirmation*. Again, this security approval is limited to two individuals per agency.

If a county wishes to change county default confirmation status, the request must be made through the Child Care Help Desk: childcare@wisconsin.gov. The following form must be completed to begin or end county confirmation: http://dcf.wisconsin.gov/forms/doc/393.doc.

All workers with update access to CCPI can confirm attendance for cases in their county.

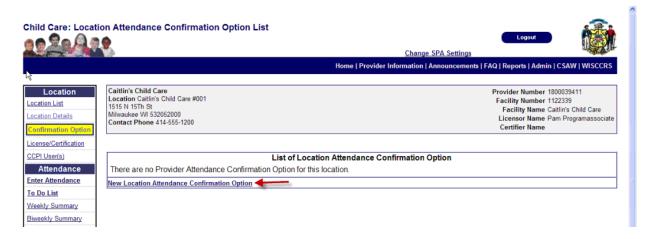
WEB SCREENS AND FUNCTIONALITY:

Instructions to Update Individual Provider Location Confirmation

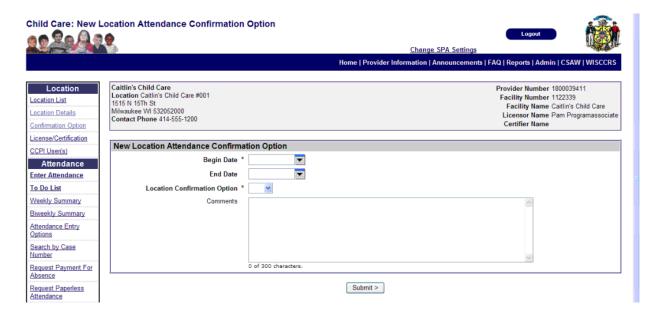
The following directions cover how to update individual *Provider Location Confirmation*:

- 1. Log into CCPI.
- 2. Search for a specific provider location.
- 3. From the provider location details page select "Confirmation Option" from the left hand navigation menu to access the location attendance confirmation option list (see yellow box below):

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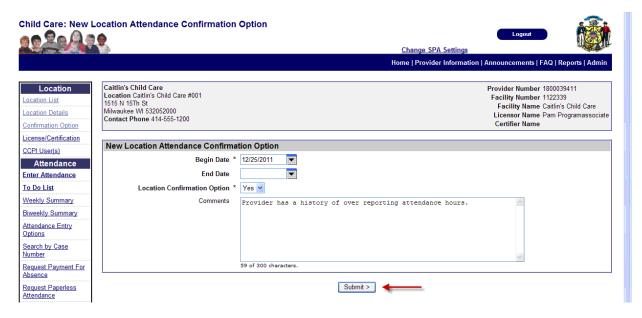


4. From the "Confirmation Option" page, select the "New Location Attendance Confirmation Option" link (see red arrow above). This will take you to the "New Location Attendance Confirmation Option" page:



5. The "*" fields are required. To set the requirement, enter a begin date and select "yes" or "no" for the location confirmation option. The begin date must be a future Sunday. Comments are useful to describe the rationale for *Provider Location Confirmation*. Select the submit button (see red arrow below) to finalize the confirmation requirement. NOTE: provider users with access to CCPI will be able to view the details, including comments.

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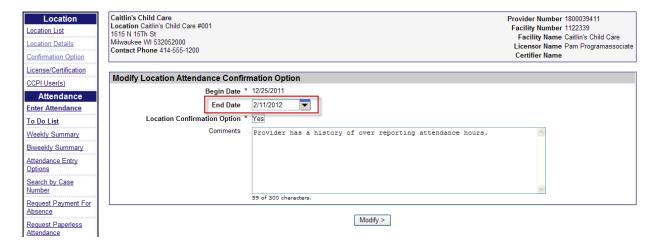


6. Upon submission, the "List of Location Attendance Confirmation Option" will be updated to display the current confirmation status. All history is tracked on this screen.



7. When a future begin date is entered, an option to delete confirmation will also exist until the begin date passes (see red circle above). To end an existing *Provider Location Confirmation*, modify the entry by selecting the begin date hyperlink (see red arrow above). On the Modify Location Attendance Confirmation Option screen, enter an end date (see red box below). The end date must be a future Saturday.

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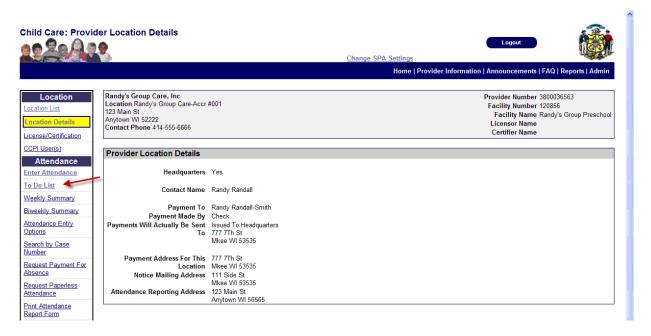
8. When end dating *Provider Location Confirmation*, be aware of whether or not your county is a Confirmation county. If the county is a Confirmation county, all case county authorization attendance will still need to be confirmed unless you set a new *Provider Location Confirmation* option (see #4) to "No".

Instructions to Confirm Attendance

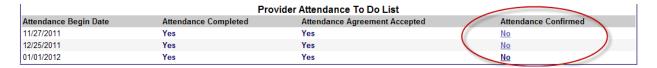
The following directions cover how to confirm provider attendance:

- 1. Log in to CCPI.
- 2. From the home page, select reports.
- 3. From the reports page, select the "Attendance to be Confirmed" report under the Attendance header. At minimum, this report should be run on a weekly basis.
- 4. To run the report, select a county and report format. You may also select a worker ID. A list by attendance week will populate indicating the provider location attendance needing confirmation. Use this list to search each provider location to complete confirmation.
- 5. For each provider location needing confirmation, select the 'To Do List' from the Location Details page (see red arrow below).

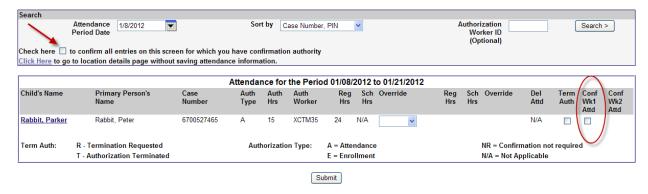
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6. The 'To Do List' displays the "Attendance Confirmed" column, which must be complete by the worker before the attendance can be processed. Failure to do so in a timely manner may result in delayed issuance for the provider. Select the 'No' hyperlink (see red circle below) to access the Provider Attendance page, where you can confirm attendance.



7. On the Provider Attendance page, select the 'confirm all entries' indicator (see red arrow below) or the confirmation check box for each child (see red circle below), for each week. Hit submit after confirming all entered attendance is acceptable for payment.



8. Successful confirmation of attendance will display the following in the 'To Do List':

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Randy's Group Care, Inc Location Randy's Group Care-Accr #001 123 Main St Anytown WI 52222 Contact Phone 414-555-6666

Provider Number 3800036563
Facility Number 120856
Facility Name Randy's Group Preschool Licensor Name
Certifier Name

Provider Attendance To Do List
No data was found for the provider location.

REMINDER: The 'To Do List' will not clear if there is an authorization from another county that still needs to be confirmed. Only a worker with update access to the case county is able to confirm child attendance. When all child attendance to that provider location is confirmed, then the 'To Do List' will clear. The 'To Do List' may also not clear if the attendance is more than three months old and the county worker does not have Retro security access. Please contact your Regional Child Care Coordinator regarding Retro security access. A list of Regional Contacts is located here: http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf.

PROVIDERS:

The system will not automatically notify provider locations when they are switched to needing *Provider Location Confirmation*. However, they will have access to the 'Confirmation Option' screen from the Location Details page to view the *Provider Location Confirmation* status history. County confirmation status does not appear on this page. It is recommended that the agency notify these providers when confirmation status is changed.

SUMMARY:

Provider Location confirmation is discretionary tool for the agency or tribe to select individual provider locations to be confirmation or non-confirmation. The default functions of each provider location will not change without intervention from the agency or tribe.

ACTION REQUIRED:

All agencies and tribes must run the Attendance to be Confirmed report no later than Friday of each week and confirm all attendance listed.

CONTACTS:

For child care policy guidance, CWW processing errors or CSAW problems, contact the Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.